# GENERAL COVID-19 WARM ZONE INSTRUCTIONS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INSTRUCTIONS</th>
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</thead>
</table>
| **Pharmacy** | • Upon entering unit, pharmacy will wear their own surgical mask and don a gown and gloves from the donning station.  
• If a blue bin is used, it will be wiped with a PDI wipe before leaving the unit  
• Gown and gloves will be doffed before leaving the unit. Perform hand hygiene |
| **Tubing System** | • Pneumatic tube is okay to use for specimens except for COVID-testing swabs, swabs continue to be walked to Micro Lab.  
• Unit staff to wipe the tube with a PDI wipe before sending. |
| **Food & Nutrition Services** | • FNS host/hostess will NOT be entering the unit when it is a warm zone  
• Unit will be called to inform unit that food is coming up  
• Food truck does not enter unit, trays will be passed from the food truck to a staff member onto cart & disposable trays will be used  
• Food trucks and kitchen stock will be brought up to the Main warm units via the main service elevators  
• Kitchens will have sign posted to indicate ‘Warm Kitchen’ and ‘Clean kitchen’  
• F&N will put on a gown and gloves (already wearing a surgical mask) before delivering stock to the ‘warm’ kitchen  
• If Dieticians are entering patient rooms, they should don gloves and gowns before entering the room. Perform hand hygiene after donning |
| **Environmental Services** | • Upon entering unit, EVS will wear their own surgical mask with eye protection and don a gown and gloves from the donning station  
• Second pair of gloves must be worn when going into a pt room  
  o When leaving a pt room, outer pair of gloves will be removed, hand hygiene on inner gloves, apply new outer pair of gloves  
• If an aerosolized procedure was performed within the hour as indicated on the posted sign outside patient room, an N95 mask with face shield must be worn.  
• Before leaving the unit, EVS cart must be wiped down with PDI wipe  
• Gown and gloves will be doffed before leaving the unit. Perform hand hygiene |
| **Transport** | • Transport will use the main service elevators to transport a pt to/from units  
• When transporting a patient off the unit, transport to enter unit, do hand hygiene, don gown and gloves. Transport should have surgical mask with splash guard and/or surgical mask with face shield. Unit staff to hand over masked patient to transporter in hallway (Note: Transporter not to transport aerosolized patients)  
• Transporter to doff gown and gloves at designated doffing station. Keep the surgical mask with splash guard and/or surgical mask with face shield to transfer patient to assigned area  
• When arrival at assigned area (CT Scan, etc) perform hand hygiene, doff surgical mask with splashguard or face-shield, perform hand hygiene, don gloves and wipe faceshield/splashguard with PDI wipe, doff gloves, perform hand hygiene and then doff mask into paper bag  
• Perform hand hygiene again |
| **Security/Facilities** | • Will wear their own surgical mask and don gown and gloves from the donning station  
• If entering an empty patient room, no other PPE is needed  
• If entering a patient room for less than 15 minutes, wear face shield/eye protection  
• If entering a patient room for more than 15 minutes and patient has an aerosol generating sign, work with unit and infection control to determine appropriate PPE |
| **Supply Chain** | • Supplies will be delivered to unit by supply chain staff  
• Supplies will be handed off to the designated UA who is ‘clean’  
• UA will bring supplies to the clean supply room either by hand or via a clean transport cart |
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<th>Instructions</th>
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<tbody>
<tr>
<td>Supply chain staff</td>
<td>Wear their own surgical mask and don gown and gloves from donning station to enter unit and go to clean supply room to do inventory/ordering</td>
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<tr>
<td>Other (Unit Secretary, Phlebotomy, etc.)</td>
<td>Will wear their own surgical mask and don a gown and gloves from the donning station. When entering patient rooms, eye protection must be worn. Gown and gloves will be doffed before leaving the unit. Perform hand hygiene.</td>
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